

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## Course: *E0376 State Public Assistance Operations*

**Dates:** December 2–5, 2013

**Travel Dates:**

Travel days are December 1, 2013 and December 6, 2013.

**Course Length:**

This course is 4 days in length.

**Course Description:**

This course provides State, local, and tribal staffs with an overview of FEMA's Public Assistance (PA) Program, process, and policies. Course topics include introduction to program laws, regulations, policies, the PA process, grants management, eligibility, hazard mitigation in the PA program, compliance with other Federal laws and regulations, and project formulation.

**Course Goal:**

This course will cover the applicable laws, regulations, and policies that affect the PA Program as well as the requirements for Federal, state, and local disaster declarations. Instruction includes the joint preliminary damage assessment process, eligibility criteria, formulating projects, documentation requirements, and hands-on training in the Emergency Management Mission Integrated Environment (EMMIE) system.

**Prerequisites:**

Completion of Independent Study (IS) course IS 634 Introduction to FEMA's Public Assistance Program (or the former version, IS 630 Introduction to the Public Assistance Process). To enroll, use URL:  
<http://training.fema.gov/EMIWeb/IS/IS634.asp>

**Continuing Education Units (CEU's):**

The Emergency Management Institute (EMI) awards 2.4 CEUs for completion of this course.

**Target Audience:**

The target audience for this course includes State, local, and tribal government personnel responsible for administering Public Assistance grants.

**Location:**

Emergency Management Institute  
National Emergency Training Center (NETC)  
Emmitsburg, Maryland

**To Apply:**

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official/State Emergency Management Training Office. Submit the application, no later than November 15, 2013. Mail, scan, or fax it to:

NETC Admissions Office (Room I-216)  
National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998  
Phone: (301) 447-1035 Fax: (301) 447-1658  
Email: [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

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### Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



[http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email [FEMA-netc-housing@fema.dhs.gov](mailto:FEMA-netc-housing@fema.dhs.gov).

### Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required.**

### How do I obtain my FEMA SID number?

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the “Need a FEMA SID” button on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

### What do I do with this new SID number I have been assigned?

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

### EMI Point of Contact:

For additional course information, contact the course manager, Martin DiGregory, at (301) 447-1203, or email [martin.digregory@fema.dhs.gov](mailto:martin.digregory@fema.dhs.gov).

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